

CEREMONIAL DOCUMENT REQUEST
FROM
THE HONORABLE KEISHA LANCE BOTTOMS
CITY OF ATLANTA

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process
- **Requests** for ceremonial documents **are limited to one** per individual and/or organization per year
- Submitting a draft for the document requested will expedite the process
- Email or mail the request **A MINIMUM 30 DAYS PRIOR TO EVENT OR PRINTING DEADLINE to:**

Attn: Ceremonial Documents
Mayor's Office of Communications
Suite 2500
55 Trinity Avenue, SW
Atlanta, Ga 30303
ceremonialdocuments@atlantaga.gov

- There should be only **one contact person per request**.
- Documents will remain with MOC for 30 days after the due date. After **30 days** the CD will be **destroyed**.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person _____ Telephone Number _____ Email _____

Person/Organization Recognized _____

Event/Occasion Name _____

Will the event or occasion be held in Atlanta? _____ Does the person reside or is the organization located in Atlanta? _____

If no, document cannot be processed.

Please check one :

Phoenix Award <input type="checkbox"/>	Condolence Letter <input type="checkbox"/>	Recognition Letter <input type="checkbox"/>	Support Letter <input type="checkbox"/>
Welcome Letter <input type="checkbox"/>	Birthday Letter <input type="checkbox"/>	Congratulatory Letter <input type="checkbox"/>	Recommendation Letter <input type="checkbox"/>

Today's Date _____ Date of Event/Occasion _____ Printing Deadline (If applicable) _____

Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please submit information on separate pages.)

Do you need a photograph of the Mayor to be included in a publication for the event? ☐

Please select one of the options listed below

☐ When my ceremonial document is completed,
please mail it to the following

☐ When my ceremonial document is completed,
please call the following for pick-up

Name _____

Name _____

Address _____

Phone Number _____

☐ When my ceremonial document is completed,
please email it to the following

Expected turn-around time for all approved requests is 30 days.